



JOB DESCRIPTION
HEAD START STATE COLLABORATION OFFICE DIRECTOR
Education Administrator--Class Code 30123 General Option--003

CREDENTIALS: Master's degree from an accredited college or university in an approved subject matter or education specialty area. Six years of professional experience in teaching, education administration, or a related assignment including four years of professional experience in Pre-school readiness and/or Head Start.

REPORTS TO Alabama Secretary of Early Childhood Education

GENERAL DUTIES:

- Promote partnerships between Head Start agencies and state/local agencies. Represent Head Start in state meetings
- Work and implement identified goals in ten priority areas
- Conduct a yearly assessment with Head Start agencies on needed services and resources. Update the five year strategic plan each year. Attend all Association meetings.
- Communicate with the Regional office in Atlanta, Georgia via monthly conference calls quarterly reports, annual reports, refunding applications (yearly)
- Support and plan Professional Development (trainings) for grantees through Collaboration with the Alabama Head Start Association and State training and Technical Assistance team
- Develop an alignment of Head Start Child Outcomes with State Standards used in Pre- Kindergarten and childcare
- Promote partnerships with Office of School Readiness to establish braided Pre-K/Head Start classrooms and use of common assessment tool-GOLD
- Provide leadership with the Department of Early Childhood Education to promote collaboration among all divisions
- Develop and submit a five year refunding application to the Office of Head Start Process yearly refunding grants and budgets due in June of each year
- Attend conferences and meetings of the Alabama Head Start Association and the National Network of Collaboration Directors

State, regional and some national travel required.